

22 OCT 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Renovation of Physical Fitness Room

1. Action Requested: That you approve the recommendation stated in paragraph 4 regarding renovation of the Physical Fitness Room.

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2. Background: We have pursued with the Office of Logistics a suggestion presented by [] Fitness Room Coordinator, to improve the Headquarters physical fitness room. The problem with the present configuration is that the dressing area is a considerable distance from the shower room. Employees must walk through the main exercise area when moving from the dressing area to the showers and when returning to the dressing area. [] suggested that the dressing area be located adjacent to the showers. An OL architect has developed the attached "Plan B" which we believe provides a vast improvement over our present facility. It provides a good location for the dressing area, an increase in lockers from 18 to 60, and a more efficient workout area. In addition to the reconfiguration, we asked that estimates be provided for completion of the ceiling area. The present ceiling has gaps in it which permit dust to enter the area and is unsightly. It is estimated that the renovation will cost \$14,800 as indicated in the attachment.

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3. Staff Position: There is an increasing interest in physical fitness on the part of Agency employees and the present facilities are being taxed to their limit. With no other space available, our only alternative is improved utilization of existing space and facilities. We believe this recommendation accomplishes that and will contribute significantly to employee well being and morale.

4. Recommendation: That you approve renovation of the physical fitness area in accordance with the attached plan at an approximate cost of \$14,800 as follows:

a. Approval of additional funds for the Office of Personnel in the amount of \$3,800 for purchase of lockers and construction of benches.

b. Funding of the remaining \$11,000 by Logistics Services Division.

[Redacted]

F. W. M. Janney

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24 Oct '78
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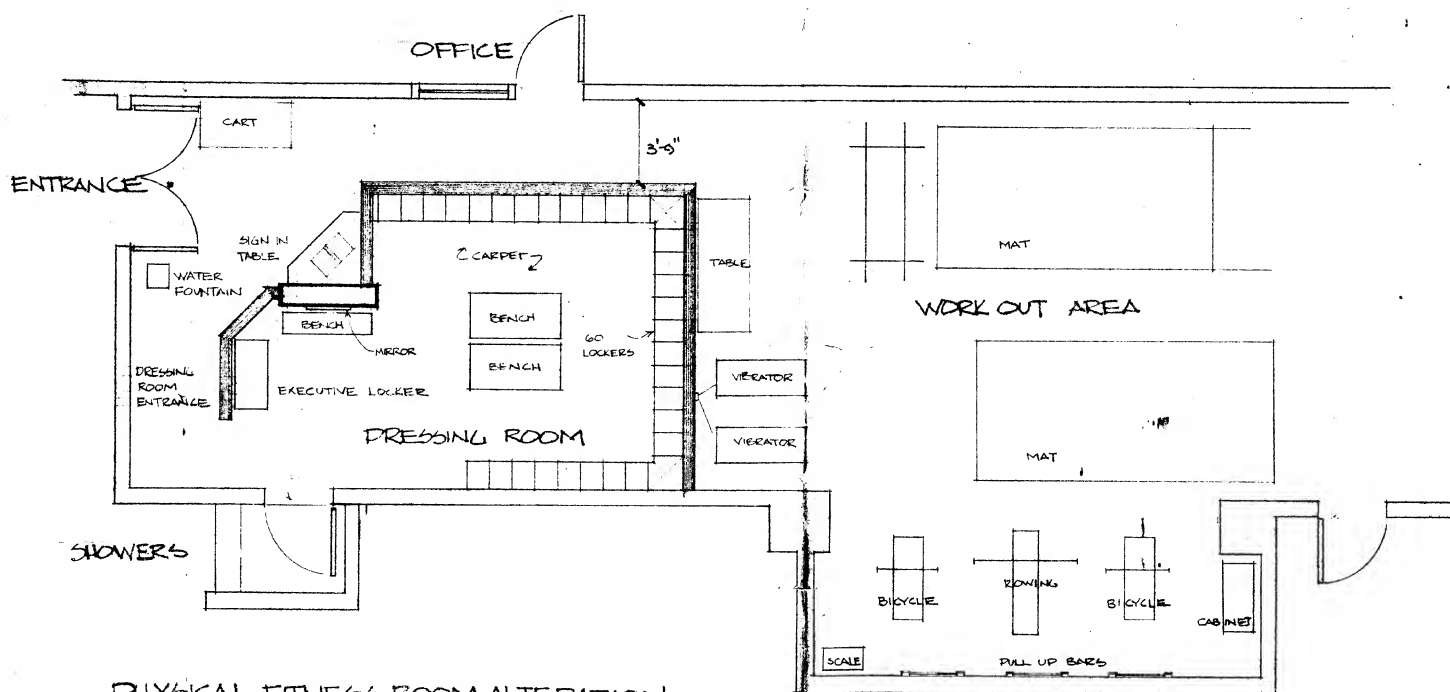
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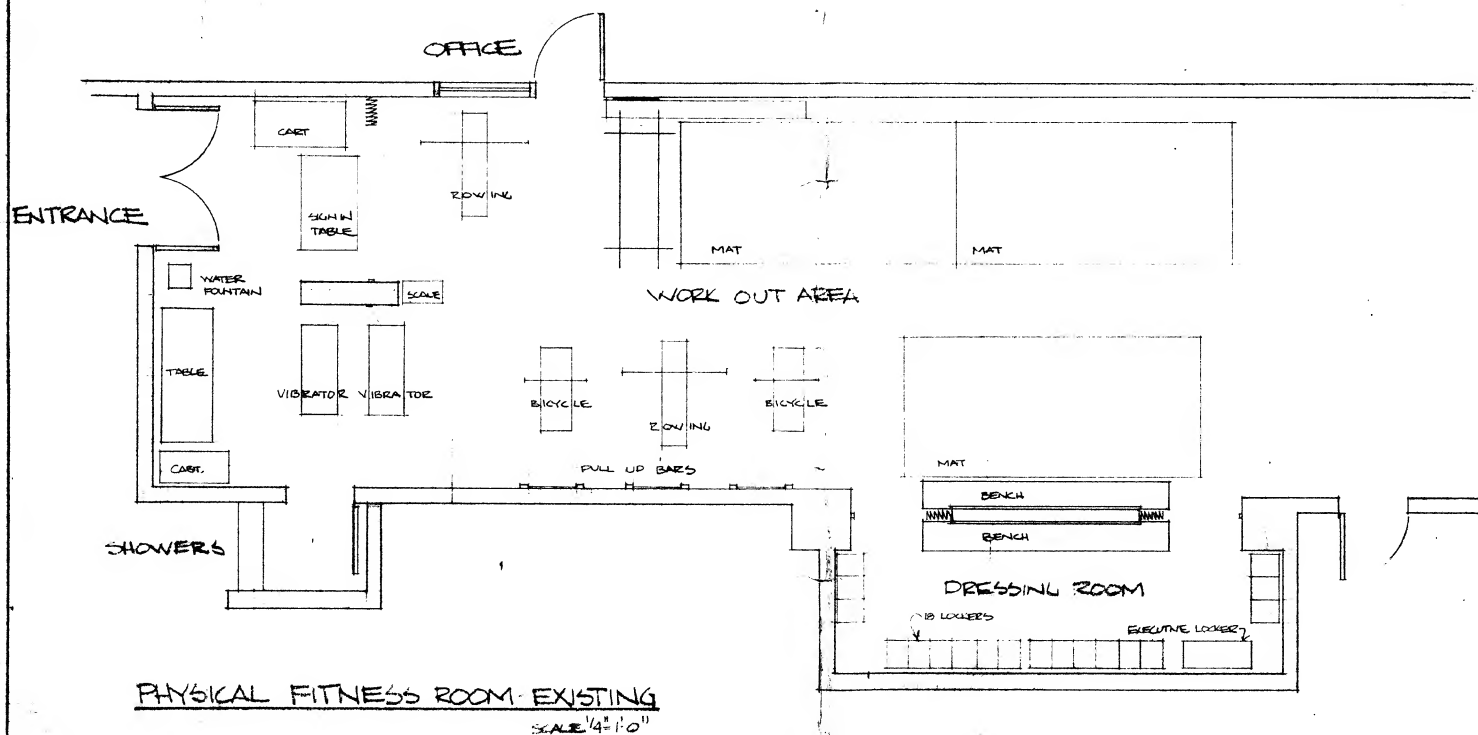
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Next 2 Page(s) In Document Exempt

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